

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**EXCEPTED TITLE 5
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-270T**OPENING DATE: 12 Jun 18****CLOSING DATE: 2 Jul 18**

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**Family Program Specialist, GS-0301-09, T5301000**

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:**\$52,229.00-\$67,899.00 PA****SUPERVISORY ☐ MANAGERIAL ☐****NON-SUPERVISORY/NON-MANAGERIAL ☒**

LOCATION OF POSITION:**Joint Force Headquarters (G1), PHOENIX, AZ**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or equivalent and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must FULLY SUBSTANTIATE on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is open all US Citizens. Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period.

Relocation Incentive may be offered.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of child and family development concepts, principles, and community/organizational supports relevant to improving child and family wellness outcomes in support of military readiness.
2. General knowledge of Federal Human Resources administration, to include policies and practices, appeals and grievances, and labor relations, in order to provide expert technical advice or assistance to answer questions, resolves problems, or understands technical personnel issues.
3. Skill in applying consensus building, negotiating, coalition building, and conflict resolution techniques sufficient to interact appropriately in highly charged emotional situations.
4. Skill and ability to prepare project and staff reports and oral communication and writing skills to formulate presentations, conduct training seminars, negotiate settlements, and write proposed decisions in complaint cases.
5. Ability to plan and carry out the work independently, utilizing a high degree of judgment in analyzing and knowledge of laws, executive orders, policies, regulations, and precedent decisions of appropriate outside governing authorities.

SPECIALIZED EXPERIENCE: Must have at least 24 months experience, education or training in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Applicants must have experience providing technical guidance and assistance in the type of work or in comparable work of the position to be filled. Applicants must have a thorough knowledge and understanding of administrative procedures and practices of management. Experience developing administrative procedures. Assists in planning, maintaining, and updating an ongoing system of information and referral for use by the military community. Coordinates dissemination of information. Prepares and disseminates information to staff and units to provide to family members and stimulate interest and support on benefits and entitlements.

BRIEF JOB DESCRIPTION: This position is located in the Joint Force Headquarters (State), Manpower and Personnel Directorate (J-1), Support Programs Division. The primary purpose of this position is to serve as a team member and advisor on Family Program issues, assist in the development, planning, implementing, and administering the Family Program concerning family and quality of life issues. Serves as an advisor on quality of life and Family Program matters for National Guard and reserve members with the goal of maximizing retention and readiness. Assists in the development, planning, and implementation of the Family Program, which includes readiness, volunteer management and improving the quality of life and wellbeing of members and families. This includes issues involving benefits, entitlements, scheduling events, missions, roles, and functions of the National Guard. (20%). Conducts needs assessments to identify other programming needs of family members. Assists in developing and maintaining local information and referral programs. Provides technical assistance to personnel publicizing quality of life and the Family Program. Conducts briefings and training for staff and units to stimulate interest, support, and provide necessary information. Provides technical assistance to personnel publicizing the Family Program. (20%). Receives and maintains volunteer hours contributed; supports Family Readiness Groups; designs and conducts training programs for volunteers; and designs and conducts volunteer recognition activities. Identifies key volunteers at the unit level to serve as volunteer coordinators. Develops standard formats and procedures to collect data. Initiates and provides technical assistance for the development of Family Readiness Groups. Identifies training programs and recognition activities for volunteers. Implements Guard Family Team Building (GFTB) and Guard Family Action Plan (GFAP) programs. Develops standard formats and procedures to record volunteer hours and to collect other volunteer related data. Identifies and maintains current listings of professional volunteer literature and training materials for the orientation for current and new volunteers. (20%). Serves as representative at conferences and meetings on quality of life and Family Program matters. As required, prepares, explains, and defends budgets relative to quality of life and Family Programs. Provides staff assistance to local units in accomplishing the objectives of the program. Conducts staff assistance visits to ensure that policies conform to guidance, to assist and gather information for new initiatives and direction. Provides technical interpretation and guidance. Advises chain of command of current and proposed programs and policies requiring

modification to improve family readiness and wellness. Ensures all recommendations are in accordance with applicable guidelines, policies, and regulations. Provides staff assistance and conducts visits to ensure policy guidelines are met. (20%). Plans and coordinates mobilization processes for pre-deployment, deployment, and post-deployment issues. Coordinates with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators. Coordinates the state family youth program that addresses issues and concerns of youth related to Guard life and youth readiness and wellbeing. Coordinates with local youth related organizations and agencies. (20%)

Performs other duties as assigned.

SELECTING OFFICIAL: CPT Daniel Morehouse
